

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Google Workspace

SESSION 3

Producing written documents using Google Docs, Part 2

CLASS NOTES



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Course content

Google Workspace

Session 1: Getting started with Google Workspace

Session 2: Producing written documents using Google Docs, Part 1

Session 3: Producing written documents using Google Docs, Part 2

Session 4: Producing written documents using Google Docs, Part 3

Session 5: Processing numerical data using Google Sheets, Part 1

Session 6: Processing numerical data using Google Sheets, Part 2

Session 7: Preparing presentations using Google Slides

Google Workspace

Session 3: Producing written documents using Google Docs, Part 2

Class Notes



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Important information

1. You can download and print the Class Notes for personal use, but you may not share them.
2. Once you have watched all the videos and completed all the quizzes, reflections, tasks and assessments successfully, you can download your certificate and print it.
3. If you wish to earn SACE Professional Development (PD) points for this session, you must complete all the online assessments in the session successfully. Our system will notify us of your success, and we will send the points allocation request to the South African Council for Educators (SACE).
4. Please remember that devices and apps are updated all the time, so the device specifications, app features and icons that you see here might differ slightly depending on the device you're using and any subsequent app updates.

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Outcomes and content

Outcomes of the session

By the end of the session, you will:

- know how to use styles effectively
- understand heading levels
- be able to apply built-in styles to format text
- understand layout and paragraph formatting
- understand the use of bulleted and numbered lists
- use bulleted and numbered lists in a document
- know how to increase and decrease indents
- have an advanced understanding of how to work with tables in a document
- know how to use the Show or Hide Non-printing Characters Option
- be able to insert page and section breaks
- understand how to use illustrations in Google Docs
- understand picture formats
- know how to apply Wrapping Options to pictures
- have a deepened understanding of how to proof documents
- understand how to use and insert headers, footers, and page numbers

Content of the session

This session will focus on:

- using styles
- applying layout and paragraph formatting
- inserting and working with tables
- using the Show or Hide Non-printing Characters Option
- inserting page and section breaks
- using illustrations
- proofing documents
- inserting headers and footers

Outcomes of Session 2 as a reminder

By the end of this session, you will:

- know how to use a word processing app (Google Docs)
- know how to open and save documents
- understand basic formatting
- know how to use the Copy/Cut/Paste Commands
- know how to use Page View, Page Layout, Page Setup
- know how to use Layout and Paragraph Formatting Functions
- know how to use Spelling and Grammar Checking Functions
- be able to decide on various Printing Options
- know how to apply useful Google Docs Formatting for teachers

Overview

Welcome to Session 3 of **Vadea's Google Workspace Course**. This is Part 2 of **Producing written documents using Google Docs**.

This is the second of three sessions that will take you through the steps of discovering how useful word processing apps – such as Google Docs – can be to you as a teacher. During Part 1, you created an announcement. In this session, we will show you how to construct a set of class notes. And in Session 4 (**Part 3 of Producing written documents using Google Docs**), you will learn how to set up a test or exam paper with multiple question types.

Remember that devices and apps are updated all the time, so the app features and icons that you see here might differ slightly from the app you are working in.

Producing class notes

Setting up a document

Class notes have several features that we will learn how to use – lists, tables, illustrations, headings of different types, and page numbers. Before we get into the actual notes, we must first set everything up. When we create class notes, we want the learners to be able to learn from them easily. The notes should be as reader-friendly as possible. There are some important things we can do to create user-friendly class notes.

- The size of the paper. This is usually A4.
- The size of the margins. This is usually 2.54 all around.
- The line spacing of the text. For the purpose of class notes, 1.5 line spacing is popular and reasonable. It will not take up so much space that a printed document will require a whole lot of paper, but it is still comfortable to read.
- Alignment of the paragraphs. Research shows that the way in which the paragraph is aligned plays an important role in how easy it is to read. You learned more about aligning text in the centre, left or right during Session 2. Left-aligned text is the most reader-friendly for a set of class notes.

You learned how to do some of this during Session 2. Let's recap.

You can open a new Google Doc

1. Open your browser and check that you are signed in.
2. Click on the Nine Dot Google Apps Menu and select Documents.
3. Click the Plus Sign Button for a new document.

You can select A4 paper size

1. Click on File Menu.
2. Click on Page Setup.
3. Select A4 Paper.

You can set the page margins

1. Click on File Menu.
2. Click on Page Setup.
3. Select margins of 2.54 cm all around.

You can set the line spacing

1. Press Control A on your keyboard to select all the text in your document.
2. Click the Line and Paragraph Spacing Button.
3. Select 1.5.

You can left-align your text

1. Press Control A on your keyboard to select all the text in your document.
2. Click the Align and Indent Button.
3. Select Left Align.

Task

Set up a document using the following specifications.

- A4 paper.
- Margins 2.54 cm all around.
- 1.5 line spacing.
- Left-aligned justification.

Structuring class notes effectively

All documents have a particular structure. The structure guides us about what to expect in the document and suggests how we should read it. A novel is often broken down into chapters and we read them from the first to the last chapter. Class notes also have a clear structure.

Heading levels

We use a range of heading levels to break the text down into a series of sections and subsections. A set of class notes with a good structure will show the learner the main points, and then how they are broken down into smaller and smaller units. There will be a title, and then three or a maximum of four levels of heading below that. This means that the information we are giving our learners is broken down into digestible pieces.

Here is an example of the outline of a set of class notes, showing the heading levels from Title Level to Heading Level 4. After the fourth level is the text in paragraph form using what is called Normal Style Text.

Title Level	Transport through time
Heading Level 1	Transport on land
Heading Level 2	Animal driven
Heading Level 3	Carts and wagons
Heading Level 4	Oxen
Heading Level 4	Horses
Heading Level 4	Mules
Heading Level 2	Motorised transport
Heading Level 3	Trains
Heading Level 4	Steam trains
Heading Level 4	Electric trains
Heading Level 3	Road transport
Heading Level 4	Cars
Heading Level 4	Motorbikes

It is a good idea to decide on the styles you want for your document before you write it. This makes it easier to create an effectively styled document.

The Styles Button on the Toolbar or the Paragraph Styles Menu on the Format Menu will make it easy to structure your class notes effectively. The Styles Button has a set of suggested heading levels that you can use. You can see the full set of styles by clicking the arrow on the right of the Styles Button.

To create the different heading levels in a document, you will impose styles on the heading text you have written.

You can impose a style on heading text

1. Highlight the text.
2. On the Styles Button on the Toolbar, click on the style you have chosen for the heading.
3. Google Docs will automatically apply that style.

Task

Use Styles to structure your class notes effectively. Impose:

- Title Style.
- Heading Levels 1–3.

Inserting lists

There are two types of lists that we would use in class notes. These are bulleted lists and numbered lists. Google Docs has built-in tools that create these automatically. It is important, though, to ensure that the lists are properly structured.

Bulleted lists

Bulleted lists are useful when you want to list a few items. It is important to follow some basic rules.

- All the items in the bulleted list must have a common theme or category. Bulleted lists cannot be a set of notes that you have put together with random bullets to make them stand out.
- A bulleted list needs to have a heading or introductory sentence. It can be a simple title, or the start of a sentence. If you use an introductory sentence, you will usually use a colon to introduce the list.
- All the items in the list must match grammatically. For example, the list could consist of single words, phrases, or sentences.
- If the list is of phrases or sentences, every item on it must have the same tense, style, structure, and punctuation.

You can insert a bulleted list

1. Create your list with each item on a new line using Enter to create the new line.
2. Highlight the list.
3. On the Toolbar, click the Bullets Button. Click the drop-down menu arrow on the right of the button to see what other styles you can use.
4. Choose the bullet style.
5. Google Docs will automatically bullet your list.

You can create other bullet styles by going to the Format Menu, Bullets and Numbering, List Options.

Numbered lists

We use numbered lists when the number of things on our list is important, or when we want to give a sequence of steps. You follow all the same rules as for creating bullets. It is best to use simple Arabic numerals (1, 2, 3) or Roman numerals (i, ii, iii) unless there is a reason for a different style.

You can insert a numbered list

1. Create your list with each item on a new line using Enter to create the new line.
2. Highlight the list.
3. On the Toolbar, click the Numbered List Button. Click the drop-down menu arrow on the right of the button to see what other styles you can use.
4. Choose the number style.
5. Google Docs will automatically number your list.

Indented lists

The bullet or number style you have chosen may automatically indent the text. The indent is the distance from the margin to the bullets. If you are not happy with the indent, you can change it.

You can change the indent on lists

1. On the Toolbar, identify the Increase Indent and Decrease Indent Buttons
2. To increase the indent, place your cursor at the start of the first bullet or list number and click the Increase Indent Button. All the bullets or number list items will move.
3. To decrease the indent, place your cursor at the start of the first bullet or list number and click the Decrease Indent Button. All the bullets or number list items will move.

Task

- Play around with creating bulleted and numbered lists.
- Increase and decrease the indents of the lists.

Inserting tables and breaks

Inserting tables

Tables are often useful to summarise material. Before you insert a table in your document, you must know exactly how many columns and rows you will need. To make this easier, spend a few moments thinking about it before you start the process of inserting a table.

You can insert a table

1. Click on the Insert Menu.
2. Click Table.
3. Let your cursor hover over the table diagram. Drag your cursor across the number of columns you want and down the number of rows you want.
4. Click in the last cell of the last column you have chosen.
5. Google Docs will place your table in the document.

You can add rows to your table using the Context Menu

1. Click your cursor in the table. Put the cursor in the row above or below where you want to add a row.
2. Right-click to open the Context Menu.
3. Select the option to add a row above or below your cursor.
4. Click.
5. Google Docs will add a row.

You can add rows to your table in another way

1. Hover your cursor over the left-hand side of the row that you want to be above the new row.
2. Click the Plus Sign Icon in the button that pops up to add a row below the current row.
3. If you want more than one row, click the Plus Sign Icon for each additional row you want to add.

You can add columns to your table using the Context Menu

1. Click your cursor in the table. Put the cursor in the column to the left or right of where you want to add a column.
2. Right-click to open the Context Menu.
3. Select the option to add a column to the left or to the right of your cursor.
4. Click.
5. Google Docs will add a column.

You can add columns to your table in another way

1. Hover your cursor over the top of the column where you want a new column and click the Plus Sign Icon in the button that pops up to add a column to the right of the one your cursor is in.
2. If you want more than one column, click the Plus Sign Icon for each additional column you want to add.

You can delete columns or rows in your table using the Context Menu

1. Click your cursor in the table.
2. Highlight the row or column you wish to delete.
3. Right-click and select the appropriate command: Delete Row or Delete Column.

You can combine two or more cells in your table

1. Highlight the cells you want to merge.
2. Right-click.
3. On the Context Menu select Merge Cells.
4. Click to merge the cells.

You can unmerge cells in your table

1. Right-click in the merged cell.
2. Select Split Cells in the Context Menu.

You can change the alignment of the text in your table

1. Click your cursor in the table. Highlight the cells that contain the text you wish to align.
2. In the Alignment Button on the Toolbar, click the button corresponding to where you wish to align the text.
 - Align Left
 - Align Centre
 - Align Right
 - Align Justified

You can change the style of your table

1. Highlight the table.
2. Right-click.
3. Select Table Properties in the Context Menu.
4. Click to open the Table Properties Menu.
5. Change the border colour and width, the background colour of the cells and the vertical alignment of the text here.

Inserting Page and Section Breaks

Page breaks can be useful when you wish to split information up so that it appears on different pages. A Section Break will allow you to change the formatting of one section of a document while keeping the formatting of the rest of the document the same as it was. This is useful, for example, if you wish to create a table that is in Landscape Format because of the amount of text in it, while the rest of the document is in Portrait Format.

You can insert a Page Break or a Section Break

1. Click the Insert Menu.
2. Scroll down to Break.
3. Select New Page, Section Break (next page) or Section Break (continuous).

You can check that you have done this correctly

1. Check that you are in Show Printout Layout in the View Menu.
2. Click the Zoom Button on the Toolbar and select 50%.
3. You will be able to see the orientation of the different pages.

Show Non-printing Characters

The Show or Hide Non-printing Characters Option on the View Menu shows paragraph marks, section and page breaks, and other formatting that is usually hidden in a document. This information is useful when you are formatting a document.

You can show the formatting of a document

1. Click on the View Menu.
2. Select Show Non-printing Characters.

Task

- Create a table that has five columns and 15 rows.
- Make it green with banded rows and banded columns.
- Make the cell borders black.

Inserting Illustrations

Illustrations enrich class notes by offering a way to understand more about the text. They do this by adding a decorative element to the text, or by summarising information in it. Illustrations can be drawings, pictures, photographs, shapes or even icons. All these can be found on the Insert Menu in Google Docs.

Google Docs defines a picture as any image that has been saved as a JPEG or PNG File.

If you download a picture from the internet, it is saved as one of these formats. If you drew a picture and took a photo of it with your smart device and saved it, this would also be saved as either a JPEG File, or a PNG File.

We will explore how to use photographs and scanned images. The sessions on Google Slides explore other types of illustration.

You can insert a picture from your device

1. Put your cursor in your document where you want the picture to be placed.
2. Click on the Insert Image Button on the Toolbar, or click Image on the Insert Menu.
3. From the six options provided, click Upload From Computer.
4. Navigate to the picture you want.
5. Click on the picture.
6. Click Open.
7. Google Docs will automatically place the picture where your cursor is.

Finding free images

Pixabay.com is a website that has a wide range of images that you can download and use at no cost.

The Pixabay Content Licence allows you to use the content at no cost without attributing it to the author or creator of the image. Of course, it is always good to do so. You are also allowed to make changes to the image. For example, you might crop it, or remove a background.

What you are not allowed to do, is sell the image as a stand-alone image. If you sell your notes to other teachers, you may still use Pixabay's images.

You just cannot sell only the image to someone else to use. If you do sell your notes, you should certainly acknowledge all the images to show people that you respect copyright.

You can download the image to your device and insert it into your document.

Text wrapping

You will find that Google Docs has placed your image exactly where your cursor was. You may, however, wish to be more creative about how you place it.

You can wrap text around images

1. Click on the image.
2. A Toolbar showing the different ways you can place the text will pop up under the image.
3. Click on the Three Dot Menu for more options, and the Image Options Menu will open on the right of the screen.
4. Click on Text Wrapping.
5. Select how you wish to have the text wrap around the image. You will be able to select one of the following options.
 - In Line with Text. This means the image will be placed on the same line as surrounding text. The image will move as text is added or removed. In the options below, the image stays in one position while text shifts and wraps around it
 - Wrap Text.
 - Break Text.
 - Behind Text.
 - In Front of Text.

You can do more!

You can crop, rotate, recolour, and add Alt Text using the same menu. You will find out more about these tasks when you do Session 7, **Preparing presentations using Google Slides.**

Task

- Insert an image into your document.
- Experiment by wrapping the text in two different ways.

Proofing

To proofread a document is to check it for errors. Proofing is the name of the process used to do this. Google Docs has a set of built-in tools to make proofing easy. You learned about some of them in Session 2. In this session, we will broaden your knowledge of proofreading in Google Docs.

You can add a correctly spelled word to your Personal Dictionary

1. When Google Docs has indicated that a word is incorrectly spelled, and you know it is correct (for example your name, or a local placename) you can simply add it to your dictionary. The next time you type that word, the app will automatically recognise the word as correct.
2. Move your cursor into the word, and right-click on it.
3. Select Add to Personal Dictionary.
4. You will get a message to say that the word has been added to your Personal Dictionary.

You can use Autocorrect to assist you

1. You may find that you often key in a word incorrectly. It is possible to have Google Docs automatically correct the word.
2. Click on the Tools Menu.
3. Select Preferences.
4. Click on Substitutions.
5. Type the incorrect word in the Replace Text Box, and the correct word in the With Text Box.
6. Click OK.

You can use Autocorrect to speed things up

1. You may sometimes use a phrase very often, for example 'History Test Paper' or something else that you don't want to type out repeatedly.
2. Click on the Tools Menu.
3. Select Preferences.
4. Click on Substitutions.
5. Type in a code for the commonly used phrase (for example HTP as a shortened code for History Test Paper) in the Replace Text Box, and the phrase you want (in this example, History Test Paper) in the With Text Box.

6. Click OK. Now you can just type in the code every time, and Google Docs will insert the full phrase automatically.

You can use the Search the Menus Function

1. If you want to do something in Google Docs, and you are not sure which menu it is on, or which button on the Toolbar will do that for you, click on the Search the Menus Button on the left-hand side of the Toolbar.
2. Type in what you want to do, and Google Docs will open it for you.

You can find and replace a word

1. Click the Search the Menus Button.
2. Type in Find and Replace.
3. In the dialogue box that opens up, type the word (or phrase) you want to find in the Find Text Box.
4. Type the change you want in the Replace With Text Box.
5. Click Replace.
6. Check that your replacement will be accurate in all instances, and then click Next.
7. Repeat these steps until Google Docs says there are no more matches. (If you are certain your replacement is accurate, you can click Replace All.)
8. Click the cross in the top right-hand corner of the dialogue box to close it.

You can find a synonym/antonym for a word using the Personal Dictionary

1. Often, we will use words in our class notes that may be too difficult for our learners to understand. One option is to give the definition of the word in brackets in the notes, another is to provide a glossary at the end of the class notes. The best option is to use a word that is easier to understand. Google Docs has a built-in function for that.
2. Put your cursor in the word for which you want a synonym/antonym.
3. Right-click.
4. Scroll down to Define New.
5. In the Dictionary Toolbar that opens on the right of your screen, you will find the definition of the word as well as a list of synonyms and antonyms.
6. Work through the synonyms/antonyms and when you have found the ideal one, type it into your document.

Task

- Copy and paste a set of existing class notes, or any other text into a new Google Doc.
- Name your document.
- Check the spelling.
- Find alternative words in the Thesaurus.
- Add a word to your Personal Dictionary.

Inserting page numbers, headers, and footers

A header is the information you could put at the top of a document. It will appear at the very top, above the text of the document on every page. You could, for example, put in the grade, and your name.

A footer is the information that you could put at the bottom of each page. You could put any information in a footer, such as, for example, the date of the class notes, the name of your school, and so on.

Although we can insert page numbers at the top or the bottom of a page, it is more reader-friendly to insert them at the bottom of the page, as part of the footer.

You can insert page numbers

1. Click on the Insert Menu.
2. Scroll down to Page Numbers.
3. Hover over the words Page Numbers.
4. Select where you wish to place the page numbers from the menu that opens.
5. Click on your choice.
6. Google Docs will number each page in your document.

You can insert a header (or footer)

1. Click on the Insert Menu.
2. Scroll down to Headers and Footers.
3. Hover over the words Headers and Footers.
4. Select Header or Footer from the menu that opens.
5. Click on your choice.

6. Type in your header (or footer) text in the space that opens at the top (or bottom) of the page.
7. Click in the main text of your document to finish.

Task

- Add a header with your name, and the subject and grade of the class notes. For example, **Mr Dlamini, Social Sciences Grade 4.**
- Insert page numbers as a footer at the bottom of your document.

About the Final Assessment



At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate. You can see a sample here.



Final Assessment

Indicate the **ONE** correct response for each question.

1	You can impose a style on heading text by following these steps in order.
a	<ul style="list-style-type: none">• Highlight the text.• Select the Design Tab. Go to the Styles Group on the Ribbon and click on the style you have chosen for the heading.• Google Docs will automatically apply that style.
b	<ul style="list-style-type: none">• On the Styles Button on the Toolbar, click on the style you have chosen for the heading.• Google Docs will automatically apply that style.
c	<ul style="list-style-type: none">• Highlight the text.• On the Styles Button on the Toolbar, click on the style you have chosen for the heading.• Google Docs will automatically apply that style.
2	You can insert a bulleted list by following these steps in order.
a	<ul style="list-style-type: none">• Create your list with each item on a new line using Enter to do so.• Highlight the list.• On the Toolbar, click the Bullets Button. Click the drop-down menu arrow on the right of the button to see what other styles you can use.• Choose the bullet style.• Google Docs will automatically bullet your list.
b	<ul style="list-style-type: none">• Create your list with each item on a new line using Enter to do so.• On the Toolbar, click the Bullets Button. Click the drop-down menu arrow on the right of the button to see what other styles you can use.• Choose the bullet style.• Google Docs will automatically bullet your list.
c	<ul style="list-style-type: none">• On the Toolbar, click the Bullets Button.• Create your list with each item on a new line using Enter to do so.• Google Docs will automatically bullet your list.
3	You can increase the indent on lists by following these steps in order.
a	<ul style="list-style-type: none">• On the Toolbar, identify the Increase Indent and Decrease Indent Buttons .• To increase the indent, place your cursor at the start of the first bullet or list number and click the Increase Indent Button. All the list items will move.

Final Assessment (continued)

Indicate the ONE correct response for each question.

b	<ul style="list-style-type: none"> • On the Toolbar, identify the Increase Indent and Decrease Indent Buttons . • To increase the indent, place your cursor at the start of the first bullet or list number and click the Decrease Indent Button. All the bullets will move.
c	<ul style="list-style-type: none"> • Click on the Insert Menu. • All the bullets or number list items will move.
4	You can combine two or more cells in your table by following these steps in order.
a	<ul style="list-style-type: none"> • Highlight the cells you want to merge. • Press Delete on your keyboard. • This will merge the cells.
b	<ul style="list-style-type: none"> • Highlight the cells you want to merge. • Left-click. • On the Context Menu, select Merge Cells. • Click to merge the cells.
c	<ul style="list-style-type: none"> • Highlight the cells you want to merge. • Right-click. • On the Context Menu, select Merge Cells. • Click to merge the cells.
5	You can insert a table using the following steps in order.
a	<ul style="list-style-type: none"> • Click on the Insert Menu. • Click Table. • Google Docs will place your table in your document.
b	<ul style="list-style-type: none"> • Click on the Insert Menu • Click Table. • Let your cursor hover over the table diagram. Drag your cursor across the number of columns you want and down the number of rows you want. • Click in the last cell of the last column you have chosen. • Google Docs will place your table in your document.
c	<ul style="list-style-type: none"> • Click Table. • Drag your cursor across the number of columns you want and down the number of rows you want. • Click in the last cell of the last column you have chosen. • Google Docs will place your table in your document.

Final Assessment (continued)

Indicate the ONE correct response for each question.

6	The Show Non-printing Character Button shows _____.
a	table sizes that are hidden in a document
b	review formatting that is usually hidden in a document
c	paragraph marks and other formatting that is usually hidden in a document
7	Google Docs defines a picture as any image that has been saved as a _____.
a	JPEG or PNG File
b	JPEG or GIF File
c	JPEG or Word File
8	Pixabay.com has _____.
a	photos or other illustrations that have been collected that a user may use without any restriction whatsoever
b	photos or other illustrations that have been collected that a teacher may never use
c	photos or other illustrations that have been collected that a user may use under certain conditions
9	You can find a synonym for a word by using the following steps in order.
a	<ul style="list-style-type: none">• Double-click the word for which you want a synonym.• Scroll down to Define New.• In the Dictionary Toolbar that opens on the right of your screen, you will find the definition of the word as well as a list of synonyms and antonyms.• Work through the synonyms and when you have found the ideal one, type it into your document.
b	<ul style="list-style-type: none">• Put your cursor in the word for which you want a synonym.• Right-click.• Scroll down to Define New.• In the Dictionary Toolbar that opens on the right of your screen, you will find the definition of the word as well as a list of synonyms and antonyms.• Work through the synonyms and when you have found the ideal one, type it into your document.

Final Assessment (continued)

Indicate the ONE correct response for each question.

c	<ul style="list-style-type: none"> • Put your cursor in the word you want a synonym for. • Left-click. • Scroll down to Define New. • In the Dictionary Toolbar that opens on the right of your screen, you will find the definition of the word as well as a list of synonyms and antonyms. • Work through the synonyms and when you have found the ideal one, type it into your document.
10	A header is the information you could put _____.
a	at the bottom of the document
b	at the top of the document
c	at the side of the document
11	You can delete columns or rows in your table by following these steps in order.
a	<ul style="list-style-type: none"> • Click your cursor in the table. • Highlight the row or column you wish to delete. • Right-click and select the appropriate command: Delete Row or Delete Column.
b	<ul style="list-style-type: none"> • Double-click the table. • Press Delete on your keyboard.
c	<ul style="list-style-type: none"> • Click your cursor in the table. • Highlight the row or column you wish to delete. • Left-click and select the appropriate command: Delete Row or Delete Column.
12	To insert a page number, go to the _____.
a	Insert Menu
b	Tools Menu
c	File Menu
13	In which menu would you find headers and footers?
a	File Menu.
b	Layout Menu.
c	Insert Menu .

Final Assessment (continued)

Indicate the ONE correct response for each question.

14	On which menu would you find the Show Non-printing Characters Option?
a	File Menu.
b	View Menu .
c	Insert Menu.
15	On which menu would you find Spelling and Grammar?
a	Tools Menu.
b	Insert Menu.
c	Design Menu.

Acknowledgements

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